



## **Delaware's Pollution Prevention Program Cost-Share Program Grants for the Hospitality Industry**

### **Request for Proposals**

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Delaware Pollution Prevention Program  
Office of the Secretary  
Department of Natural Resources and Environmental Control  
89 Kings Hwy  
Dover, DE 19901  
(302)739-9909

# REQUEST FOR PROPOSALS

## I. ANNOUNCEMENT

Pollution prevention and other environmentally-beneficial projects often require significant capital investment. Many times, even when such projects will result in significant cost savings in addition to environmental benefits, obtaining funding may prove difficult.

As such, the Pollution Prevention Program of the Delaware Department of Natural Resources and Environmental Control, Office of the Secretary is pleased to announce this request for proposals to support projects and/or activities that assist the implementation of the Delaware Pollution Prevention Program goals and strategies in the hospitality industry.

## II. INTRODUCTION AND PROGRAM GOALS

### *Purpose of Solicitation:*

In an effort to further incorporate Pollution Prevention (P2) goals and strategies within Delaware hospitality industry, funding available through the Delaware's Pollution Prevention Program will be utilized to establish a *Hospitality Pollution Prevention Cost-Share Program*.

This one-time offering of P2 monies will be openly competitive and will be utilized to fund projects designed to promote or otherwise incorporate P2 strategies within the requesting organization's activities. Proposals will be accepted from any business, state/municipal agency or non-governmental organization (NGOs) such as business sector associations, homeowner associations, academia and/or non-profit assistance providers. All P2 monies must be used within the State of Delaware.

### *Program Policy and Goals:*

The Delaware Pollution Prevention Act passed in 1990 (amended in 1996) was established as a policy of the State that "waste this is generated be, in order of priority, reduced at its source, recovered, reused, recycled, treated or disposed of so as to minimize the present and future threat to human health and the environment" (7 Del. Code Chapter 78).

Delaware's Pollution Prevention Program was established to put in place appropriate goals and strategies that will:

- Promote movement to the top of the Waste Management Hierarchy, from managing waste to reducing or eliminating waste generation.

- Provide assistance to businesses and industrial facilities in identifying and implementing waste reduction and pollution prevention opportunities.
- Result in cost-savings from the pollution prevention opportunity or project. If waste is not generated, there are no costs involved in handling or disposing of it. Investments in source reduction are often recouped through reduced waste management costs in addition to potential process and product improvements.
- Educate our permitted and other customers on the benefits and techniques of pollution prevention and waste minimization.

#### *Proposals and Preference:*

Proposed projects may target any activity, strategy or educational effort provided the primary focus of the effort is to encourage source reduction and actively prevent pollution across the environmental media of air, water and land specific to the hospitality industry. An important aspect of the proposals should be the inclusion of environmental strategies and/or solutions that will best reduce waste generation at the source.

Submissions will be reviewed, evaluated, and prioritized by DNREC's Pollution Prevention Committee. Each proposal will be considered to determine if and to what extent the following general criteria are satisfied:

- Promotion of single or multi-media pollution prevention
- Implementation of single or multi-media pollution prevention
- Advancement of P2 Program goals and strategies
- Promotion of partnerships
- Identification of measures of success
- Hospitality Industry Specific

Proposals will be evaluated on the above criteria, with preference given to applicants that satisfy one or more of the following:

- Tracking and Monitoring: Preference will be given for projects that are easily able to be quantified when reporting results.
- Environmental Results through better environmental management: Preference will be given for projects that support an environmental management system (EMS) of the applying organization.
- Education and Outreach: Promotion of pollution prevention issues which will engage the public in sound pollution prevention strategies. Projects *could* include support for public education workshops-programs, production and distribution of educational materials such as information pamphlets or development of public displays or demonstrations.
- Current Participants of the Delaware Green Lodging Program.

#### *Due Dates and Grant Schedule:*

- January 15, 2009 – Proposals due to Delaware Pollution Prevention Program no later than 4:30 PM.

- February 15, 2009 – Award Grants
- Progress Report submission – Progress Report must be submitted at halfway point of scheduled activities.
- Final Report – Final Report must be submitted within thirty (30) days after scheduled completion of activities.

### **III. ELIGIBILITY REQUIREMENTS**

#### *Applicant Requirements:*

Applications will be accepted from any Delaware-based business, state/municipal agency or non-governmental organization (NGOs) such as business sector associations, homeowner associations, academia and/or non-profit assistance providers.

#### *Matching Requirements:*

P2 Cost-Share funds must be matched dollar for dollar (a 50:50 cost share ratio) by non-federal, state or local cash or in-kind services. For example, if \$2,500 in P2 funds is requested, \$2,500 in state, local or some other non-federal funds must be shown as match. A variety of expenses can be considered in-kind services, including volunteer hours. The Pollution Prevention Program intends to award between three and six grants that will range from \$2,500 to \$5,000 each. For additional information, please contact the Delaware Pollution Program at (302)739-9909.

### **IV. HOW TO APPLY**

Please submit one signed original copy of your proposal to:

Crystal Nagyiski, Program Manager  
Pollution Prevention Program  
Office of the Secretary  
Department of Natural Resources and Environmental Control  
89 Kings Highway  
Dover, DE 19901

#### *Proposal Format:*

All proposals **MUST** be in the following format and contain the information provided below. Proposals must not be more than five (5) pages in total length.

1. Cover sheet- this page should include the project title, project sponsor(s) name and contact information (including organization), period of time project will cover (e.g. 6 month, 1 year) and project cost. The maximum length of these projects should not exceed 1 year, unless prior approval is granted from the awarding authority.
2. Proposal – please use the following format:

- *Background and Justification* – This section should briefly describe the project objectives and need. It should also briefly address the grant criteria (below).
- *Scope of Work* – this section must describe, in detail, exactly what will be done, how it will be done, where it will be done, and by whom.
- *Time Schedule and Benchmarks* – the scope of work should be broken down into tasks with target dates for completion of each task.
- *Measurable Environmental Results* – document real and measurable results. A reporting form is attached and must be submitted with mid-grant progress report and final report.
- *Budget* – include the amount requested and itemize all expenditures such as personnel/salaries, travel, equipment, supplies, contractual costs, indirect costs, and non-federal match sources and amounts.

#### *Proposal Ranking Criteria:*

##### How Effective

1. Is the proposed project contributing toward the goals and strategies of Delaware's Pollution Prevention Program?
2. Does the proposed project include *measurable* environmental results?
3. Does the proposed project have a reasonable chance of success?

##### Proposal Scope

1. Does the proposal clearly define the project objectives and deliverables, roles and responsibilities of staff and project investigators, and have a well-defined implementation schedule?
2. Does the proposed project have a well-defined budget and a cost-effective approach to implementing program activities?

## **V. GRANTEE RESPONSIBILITIES**

Reporting requirements include, but are not limited to, a mid-grant status report that addresses the announcement criteria and a final status report. Each of these reports must include the Environmental Results Form (attached). The Delaware Pollution Prevention Program is federally funded through the Pollution Prevention Initiatives for States administered by the Environmental Protection Agency (EPA). All award recipients are required to comply with all federal laws and guidelines pertaining to the use of federal funds.

## **VI. ADDITIONAL INFORMATION**

#### *Definitions of Pollution Prevention and Source Reduction:*

Pollution Prevention means “source reduction,” as defined under the Pollution Prevention Act, and other practices that reduce or eliminate the creation of pollutants through:

- Increased efficiency in the use of raw materials, energy, water or other resources;  
or

- Protection of natural resources by conservation.

The Pollution Prevention Act defines “source reduction” to mean any practice which:

- Reduces the amount of any hazardous substance, pollutant or contaminant entering the waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment or disposal; and
- Reduces the hazards to public health and the environment associated with the release of such substances, pollutants or contaminants.

Pollution Prevention includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training or inventory control.

*Specific Pollution Prevention Approaches:*

Pollution Prevention approaches can be applied to all pollution-generating activities, including those found in the energy, agriculture, consumer or industrial sectors. The impairment of wetlands, ground water sources and other critical resources constitutes pollution, and prevention practices may be essential for preserving these resources. These practices may include conservation techniques and changes in management practices to prevent harm to sensitive ecosystems. Pollution prevention does not include practices that create new risks of concern.

For example in the agricultural sector, pollution prevention approaches may include:

- Reducing the use of water and chemical inputs;
- Adoption of less environmentally harmful pesticides or cultivation of crop strain with natural resistance to pests; and/or
- Protection of sensitive areas.

In the energy sector, pollution prevention can reduce environmental damages from extraction, processing, transport and combustion of fuels. Pollution prevention approaches may include:

- Increasing efficiency in energy use;
- Design changes that reduce the demand for energy.

*Practices outside the definition:*

Under the Pollution Prevention Act, recycling, energy recovery, treatment and disposal are not included within the definition of pollution prevention. Some practices commonly described as “in-process recycling” may qualify as pollution prevention. Recycling that is conducted in an environmentally sound manner shares many of the advantages of prevention – it can reduce the need for treatment or disposal, and conserve energy and resources.